

# How to View My Class Roster and Email my Students

1. log into my.whittier.edu



Secure Access Login

User Name:

Password:

[Having problems logging in? Click here.](#)

2. Once Logged in, click on the “My Info” link.



[My Account](#) | **Welcome Mr. Johnny P. Whittier**  
[Content/Layout](#) | You are currently logged in.

**Home** | **Student Life** | **Academics** | **Whittier Law School** | **My Courses** | **My Info** | **Tutorial**

3. Click on the “Faculty Detail Schedule” link from the Law Faculty Registration Tools Channel



**Law Faculty Registration Tools** 

- [Schedule of Classes](#)
- [Select Term](#)
- [Office Hours](#)
- [Class Roster](#)
- [Faculty Detail Schedule](#)
- [Weekly Schedule at a Glance](#)
- [Room Search](#)
- [GPA Calculator](#)
- [Secure Non-my.whittier.edu Registrar Utilities](#)

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4. Choose a term:

**WebTailor Administration**

Search

Select Term

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Select a Term:

- Test Term (not a real term)
- Spring 2010 -Law School
- Spring 2010 - Whittier College
- Jan 2010 - Whittier College
- Fall 2009 -Law School
- Summer 2009 -Law School
- Spring 2009 -Law School
- Fall 2009 - Whittier College
- Summer 2009 - Whittier College
- Spring 2009 - Whittier College
- Fall 2008 - Law School
- Fall 2008 - Whittier College
- Spring 2008 - Whittier College

**RELEASE: 8.1**

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## Faculty Detail Schedule

### Real Property I - 4032 - LAW 109 - A

**Status:** Active  
**Available for Registration:** Apr 06, 2009 - Sep 04, 2009  
**College:** Law School  
**Department:** Law  
**Part of Term:** 1  
**Course Credits:** 3.000  
**Course Levels:** Juris Doctor, LL.M., Juris Doctor, LL.M., Juris Doctor, LL.M., Juris Doctor, Juris Doctor, LL.M.  
**Campus:** Law School  
**Override:** No  
**Syllabus:** [Add](#)  
**Rosters:** [Classlist](#)  
**Office Hours:** [Add](#)

#### Enrollment Counts

	Maximum	Actual	Remaining
<b>Enrollment:</b>	100	88	12
<b>Cross List:</b>	0	0	0

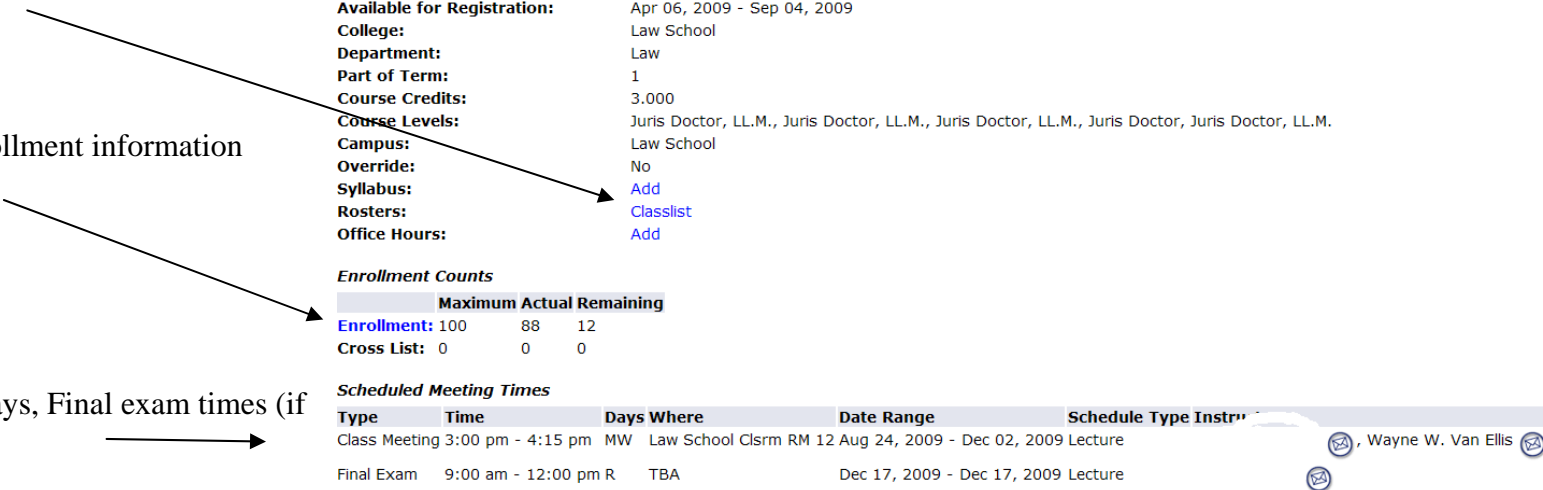
#### Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type Instru
Class Meeting	3:00 pm - 4:15 pm	MW	Law School Clsrm RM 12 Aug 24, 2009 - Dec 02, 2009	Lecture
Final Exam	9:00 am - 12:00 pm	R	TBA	Dec 17, 2009 - Dec 17, 2009 Lecture

You can access the Class List by clicking on the "Class List" link

You can also see the enrollment information here.

Meeting time, meeting days, Final exam times (if applicable).



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6. Here is a list of every student in your class.

You can also see enrollment information. You can see the enrollment maximums, the actual enrollment and any seats that are available.

**Course Information**  
Women, Law & Culture - LAW 982 01  
CRN: 3058  
Duration: May 24, 2006 - Jul 21, 2006  
Status: Active

**Enrollment Counts**

	Maximum	Actual	Remaining
Enrollment:	50	9	41
Cross List:	0	0	0

If you want to email just one student, click on the "email" icon.

**Summary Class List**

Record Number	Student Name	ID	Reg Status	Level	Credits	Grade Detail
1	Aytes, Allison K.		**Registered**	Juris Doctor	2.000	
2	Babadi, Sara M.		**Registered**	Juris Doctor	2.000	
3	Babian, Garine		**Registered**	Juris Doctor	2.000	
4	Batarse, Mark A.		**Registered**	Juris Doctor	2.000	
5	Buccat, Jason J.		**Registered**	Juris Doctor	2.000	
6	Douzjian, Katya A.		**Registered**	Juris Doctor	2.000	
7	Ha, Grace E.		**Registered**	Juris Doctor	2.000	
8	Hadley, M'liss E.		**Registered**	Juris Doctor	2.000	
	Luna, Erika A.		**Registered**	Juris Doctor	2.000	

To email all the students in your class, on the "Email Class" icon.

Your default mail browser will enter all the names of the students enrolled into the BCC field.

**PLEASE NOTE:**

The class email will default to the email program of your browser. If you are logged in from your office, it will default in Outlook.

If you are logged in from home, it will default in the email you use at home, yahoo, hotmail, whatever.

Email class 

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7. To ensure that you send from your Whittier email, you can send emails from the Course Studio.

For more information, see the My Courses/Course Studio tutorial.

**E-mail Members - Real Property I** August 21, 2009

Your Location: [Course Homepage](#) / E-mail Members

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**Course Tools**  
[Homepage](#)  
[Announcements](#)  
[News](#)  
[Photos](#)  
[Links](#)  
[Files](#)  
[Message Board](#)  
[Calendar](#)  
[E-mail](#)  
[Chat](#)  
[Members](#)

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**Content Tools**  
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[Manage Announcements](#)

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To e-mail all members, click the topmost checkbox and then click **Send E-mail**. To send e-mail to one or more members, select their checkboxes and click **Send E-mail**.

**Member List** **Send E-mail**

<input type="checkbox"/>	Member Name	Member Type	Last Visit
<input type="checkbox"/>	Akada, Miho	Student	August 19, 2009
<input type="checkbox"/>	Anderson, Teria	Student	August 18, 2009
<input type="checkbox"/>	Antovich, Aubrey	Student	August 18, 2009
<input type="checkbox"/>	Argueta, Elizabeth	Student	August 19, 2009
<input type="checkbox"/>	Atoyan, Nona	Student	August 18, 2009
<input type="checkbox"/>	Basinger, Stephen	Student	August 18, 2009
<input type="checkbox"/>	Becerra, Ana	Student	August 19, 2009
<input type="checkbox"/>	Bernal, Andrew	Student	August 19, 2009
<input type="checkbox"/>	Bettencourt, Janna	Student	August 19, 2009
<input type="checkbox"/>	Burrola, Scott	Student	August 21, 2009
<input type="checkbox"/>	Cabada, Jose	Student	August 18, 2009
<input type="checkbox"/>	Campbell, Soraiya	Student	August 19, 2009